

CROSS-CONNECTION CONTROL SPECIALIST

DEFINITION

Under general supervision coordinates and monitors the cross-connection inspection and control program; tests and certifies back-flow prevention devices; conducts cross-connection surveys and inspections to meet local and State requirements; prepares related reports; plans, assigns, reviews and evaluates the work of other unit staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Utility Leader/Customer Services.

Exercises lead responsibility over unit staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Coordinates and monitors the cross-connection inspection and control program including notification to City customers to ensure compliance with City and State regulations.
2. Conducts cross-connection surveys and inspections to identify water user premises where cross-connections are likely to occur and to determine degree of hazard.
3. Inspects and surveys water services for the prevention, control, and elimination of contamination or pollution hazards to the City's water supply.
4. Tests back-flow prevention devices within the City's water distribution system.
5. Plans, organizes, assigns and reviews work of staff assigned to work in this program.
6. Provides information to contractors, architects, engineers and City water customers concerning the City's cross-connection program.
7. Maintains computerized records on back-flow prevention devices, locations, inspections and testing.
8. Prepares surveys and reports required by the State Department of Health Services related to the Cross-Connection Program.

EXAMPLES OF DUTIES (continued):

9. Troubleshoots and responds to complaints on back-flow prevention devices.
10. Provides plan review for proper water system connections.
11. Notifies customers of scheduled testing.
12. Ensures safe work conditions for self and assigned staff.
13. Makes recommendations on City regulations to ensure compliance with public safety and State codes.
14. Inspects water tank trucks to ensure that the trucks have proper air gap separation.
15. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- A. Procedures for inspection, testing, installation, cleaning, repairing and removal of back-flow prevention devices.
- B. Principles and practices of lead supervision including training and evaluation.
- C. Identification of water user connections and locations where cross-connections are likely to occur and the degree of hazard and type of back-flow prevention assembly required.
- D. Rules, regulations and procedures of pertinent local and State laws.
- E. Pertinent safety principles and practices including working in confined spaces.

Cross-Connection Control Specialist (continued)

Page 3

Ability to (continued):

- F. Evaluate the degree of potential health hazard to the public water supply which may be created as a result of conditions existing on a user premises.
- G. Perform a variety of skilled and complex work in the testing of back-flow prevention devices.
- H. Establish and maintain an effective working relationship with those encountered in the course of work and to deal courteously with the public.
- I. Maintain accurate and timely records.
- J. Interpret and keep abreast of current laws and regulations related to cross-connection and back-flow prevention devices and systems.
- K. Write reports related to the cross-connection and back-flow prevention device programs.
- L. Exercise independent judgement and initiative without close supervision.
- M. Operate a variety of tools and equipment used in the work.
- N. Plan, organize and lay out work related to this program.
- O. Read and interpret maintenance manuals, specifications, plans, maps and blue prints.
- P. Communicate effectively both orally and in writing.
- Q. Learn basic computer software related to the recordkeeping for this program.
- R. Work odd hours and weekends when emergencies require testing of back-flow prevention assemblies.
- S. Bend, stoop, squat, climb, work above or below grade, out doors and in confined spaces.

Cross-Connection Control Specialist (continued)

Page 4

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way of gaining the knowledge and skills outlined above is:

Education:

Equivalent to graduation from high school supplemented by specialized training related to cross-connection and back-flow prevention or closely related field.

Experience:

Two years of experience directly related to a cross-connection control program or four years of experience in the installation, inspection and repair of utility hook-ups or related experience.

LICENSE AND CERTIFICATIONS

Possession of a valid Class C California Driver License.

Must possess and maintain a Back-flow Prevention Device Test Certificate from the American Water Works Association.

Must be able to obtain, within six months of hire, a Cross-connection Control Program Specialist Certificate from the American Water Works Association and must maintain such certification.

PROBATIONARY PERIOD: One Year

376CS96

September, 1996

AAP Group: 15

FPPC STATUS: Designated

FLSA STATUS: Exempt